

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Office of the General Manager Public Information Division 401 W. Peachtree Street Atlanta, Georgia 30365		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUN 2 1983 76-287-A JUN 15 1983	
4. Person to Contact Pat Stephens		5. Working Title Secretary	6. Telephone Number 586-5156
7. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 76-287 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1972 Present	9. Records Series Title (followed by title used in office, if different) Media Relations File		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Public Information serves as the public information advisor to the MARTA Board, the General Manager, Assistant General Managers, and general MARTA staff as required; develops and maintains a public information program for MARTA about bus and rail operations, rail construction and start-up programs; maintains an internal communications program to keep employees informed, aware, and knowledgeable; develops specific public information projects and ceremonies designed to highlight MARTA activities; supports other MARTA staff agencies on an as-required basis; and maintains a transit schedule information service.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the distribution of information to the news media, media releases of newsworthy items, news articles, and similar publications, speeches by Board of Directors and General Manager. Included are: news releases, newspaper clippings (multiple newspapers, out-of-state, and professional publications), speeches made by Board members. File is arranged: Chronologically by month by year.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old 10 Seven to twelve months old 10 Thirteen to twenty-four months old 5 twenty-five months and older 3 ?			
13. Annual Rate of Accumulation of Records Letter-size drawers 1 1/2 Legal-size drawers Shelves Other (specify)			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X	X	d. Does this series have historical or long term research value? Research value
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>Perm.</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☐ Hold in the current files area _____ month(s) 1 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS	
Approved Department Records Management Officer <i>David Sullivan</i> 5/19/83	Approved Legal Counsel <i>Brenda K. Fillion</i> 5/24/83
Approved Division Head/Designee <i>Christy Fillion</i> 5/14/83	Approved Division of Audit <i>L. Barth</i> 5/26/83
Approved Department Head/Designee <i>John J. Delland</i> 5/23/83	Approved Department of Archives and History <i>Edward Weldon</i> 6/14/83
Approved Records Management Analyst <i>Regina H. Fillion</i> 5/18/83	Approved MARTA Management Advisory Committee _____

APPLICATION FOR RECORDS DISPOSITION-STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Planning & Public Affairs Public Affairs 100 Peachtree Street, Suite 1300 Atlanta, GA 30303		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed AUG 12 1976 76-287 AUG 17 1976	
		1. Application	2. Dept. Application No.
4. Person to Contact Dennis Mollenkamp		5. Working Title Manager	6. Telephone Number 586-5165
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest 1972 Latest Present		9. Records Series Title (followed by title used in office, if different) MARTA News Clipping File	
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? See Attached			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the distribution of information to the news media, media releases of newsworthy items, news articles, and similar publications. Included are: news releases, newspaper clippings (multiple newspapers, out-of-state, and professional publications) File is arranged: chronologically by month by year			
12. Monthly Reference Rate How often are records referred to which are: One to six months old 10 ; Seven to twelve months old 10 ; Thirteen to twenty-four months old 5 ; twenty-five months and older 1 ?			
13. Annual Rate of Accumulation of Records Letter-size drawers 1 1/2 ; Legal-size drawers ; Shelves ; Other (specify)			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? <u>Possible research value</u>
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
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☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
				<u>Wayne Currier</u>	<u>8-11-76</u>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<u>Dennis Hollenback</u>	<u>8-11-76</u>		<u>William T. Carasik</u>	<u>8-11-76</u>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<u>Dennis Hollenback</u>	<u>8-11-76</u>		<u>MS Canoll Hart</u>	<u>8-17-76</u>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<u>D. Douglas M. Hare</u>	<u>8-11-76</u>			